

SENIOR COMMUNITY SERVICES PROGRAM COORDINATOR

DEFINITION

Under supervision, to assist in administering and coordinating major recreational program areas; to ensure program consistency and efficiencies; to assist with various special events and programs as assigned; and to perform related work as required.

CLASS CHARACTERISTICS

Incumbents in this classification perform difficult and responsible types of technical and administrative duties in support of the recreation division and are required to be fully trained in all procedures relating to assigned area of responsibility. Incumbents may exercise technical supervision over other personnel as assigned.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides technical assistance to program staff as directed
- Works on site with staff to improve and enhance programs
- Monitors, coordinates and procures supplies to ensure consistency at all sites
- Monitors budget for assigned areas to ensure expenditures are appropriate and efficient
- Assists sites with meeting and maintaining licensing requirements; periodically audits files and records to ensure compliance with regulations
- Coordinates or conducts staff training to ensure all required training is received
- Serves as liaison with school officials and monitors ongoing issues
- Develops and maintains accurate records and files of work
- Works with Facilities division to coordinate repairs and other activities
- Assists in planning and directing camps, programs and special events
- Participates in the recruitment and selection process for part time staff
- Researches other facilities for information on fees and policies on an annual basis; recommends fee and policy modifications
- Attends meetings, workshops and conferences as required; makes presentations and provides information regarding program areas

QUALIFICATIONS

Knowledge of

- Modern methods, techniques and principles used in planning recreation programs and facilities
- Administrative procedures and practices including communication, decision making, and budget management
- Methods of collection and control of facility fees and charges
- State child care regulations, philosophy and methodology

- Recreational, cultural, and social age-specific needs of community residents
- Basic budget administration and accounting and procurement procedures
- First aid, hygiene and safety standards and practices
- Correct English usage, grammar, spelling and punctuation
- Principles and practices of customer service
- Principles of supervision and training

Skill in

- Learning, interpreting, and applying applicable federal, state, and City laws, ordinances, regulations, and guidelines
- Learning and applying City policies, procedures and organizational priorities related to assigned area
- Effectively working with others to achieve desired results
- Reviewing and analyzing program effectiveness and recommending modifications
- Preparing written correspondence, reports and other documents
- Organizing and prioritizing work in an efficient manner for self and others
- Establishing and maintaining a variety of filing, record keeping and tracking systems
- Conducting meetings, making presentations and facilitating communications in a clear, concise and positive manner
- Successfully operating a variety of office machines including a personal computer
- Monitoring compliance with various regulations and policies
- Supervising, evaluating and motivating assigned staff
- Communicating effectively both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of 12th grade and 30 semester units in early childhood education or development or related field and at least five (5) years of experience teaching in a licensed daycare or comparable group child care program
- OR an Associate's degree with major coursework in early childhood education or development or related field and at least four (4) years of experience teaching in a licensed daycare or comparable group child care program
- OR a Bachelor's degree with major coursework in early childhood education or development or a related field and at least three (3) years of experience teaching in a licensed daycare or comparable group child care program
- OR three (3) years as a Community Services Program Coordinator with the City of Rocklin

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.
Standard First Aid Certificate issued by the American Red Cross
CPR Certification

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist, crawl, kneel and reach while monitoring programs or performing office duties; lift light weights. Incumbent may be required to operate a vehicle and travel to various City sites. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.